



## CITY OF BURLINGTON

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**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, August 18, 2020**

1. **Call to Order - Roll Call**

Mayor Hefty called the Committee of the Whole meeting to order via Zoom at 6:30 p.m. Roll Call - Present: Mayor Hefty, Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker (arrived at approx. 6:44 p.m.), Alderman Todd Bauman. Excused: Alderman Ryan Heft.

Staff present: City Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Assistant City Administrator/Zoning Administrator Megan Watkins, Police Chief Mark Anderson, Library Director Joe Davies and Human Resource Manager Jason Corbin.

2. **Citizen Comments:** None

3. **Approval of Minutes** - To approve the August 4, 2020 Committee of the Whole Meeting Minutes. Motion: Alderman Preusker. Second: Alderman Rauch. With all in favor, the motion carried.

4. **DISCUSSION** - A discussion regarding Budget to Actual Report through July 31, 2020.

Director DeQuaker provided an overview of the report and stated that the City should be receiving the final tax payment from County in the amount of \$2M by August 20 and that revenues are running generally well, except for room tax dollars which are running lower than usual due to COVID.

Alderman Preusker questioned the policy of giving room tax dollars to the Chamber of Commerce and Real Racine if room tax revenue is down. DeQuaker responded that 70% of room tax dollars goes to the Chamber and Real Racine no matter what - if the City is getting less so is are they.

Alderman Schultz questioned the dollar amount collected for room tax dollars from Expedia and asked how that money is generated. DeQuaker responded that the dollar amount could be for the entire year and is more than likely from rentals and online hotel bookings. Schultz asked DeQuaker what his overall feel for everything is budget wise. DeQuaker responded that the year-to-date budget is performing as normal but running a little behind compared to 2019 and that it's important to be conservative right now and not spend if not needed. Schultz requested a real-time dashboard if possible.

Alderman Grandi stated that he is happy with the EMS data recap and asked if the revenue shown is revenue billed or revenue collected. DeQuaker responded that it is revenue collected and bills are paid 30-60 days out.

Alderman Rauch inquired about the 3rd Quarter Water & Sewer billing; however Director Riggs was

not in attendance to answer Alderman Rauch's question. Administrator Walters said that a follow-up would be provided.

5. **RESOLUTIONS:**

- A. **Resolution 5025(21)** - To consider approving an Extraterritorial Zoning Certified Survey Map for property located at 31319 Bushnell Road.

Director Watkins provided an overview stating that as part of the City's Extraterritorial Plat Approval Jurisdiction Area, which includes any area within 1.5 miles of the City of Burlington, all divisions and subdivision of land needs to be reviewed by the Plan Commission and Common Council, which enables the City to extend regulations to adjacent land that could affect quality of life within the City.

6. **ORDINANCES:** None

7. **MOTIONS:**

- A. **Motion 20-981** - To approve an application for a Joint Effort Marketing Grant (JEM) for Destination Marketing.

Administrator Walters provided an overview of the JEM Grant for Destination Marketing and stated that staff is seeking support to move forward with a re-branding effort and make a second attempt to file an application for the JEM grant; as the first attempt was denied due to the City not having a professional consultant on board, which is a requirement of the Department of Tourism. Walters stated that Council approved staff to draft an agreement with Graham Spencer at the August 4, 2020 meeting, and will be presented to Council at the September 1, 2020 Committee of the Whole meeting. Walters further stated that if the JEM Grant isn't approved, the contract will have language that will allow the City to step back and review other options.

8. **ADJOURNMENT**

Motion: Alderman Bauman. Second: Alderman Kott. With all in favor, the motion carried, and the meeting was adjourned at 6:57 p.m.

Minutes respectfully submitted by:

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Diahnn C. Halbach  
City Clerk  
City of Burlington